

POSITION DESCRIPTION	<p>The Administrative Officer II, Resources Agency, is the first or second supervisory level class. Incumbents in this class have total responsibility for all of the administrative staff functions in a large departmental division, district, office, or region. This class is typically in charge of a staff of clerical, technical, and professional personnel assigned to carry out all of the staff services functions for a departmental division, district, office, or region.</p> <p><i>Positions exist Statewide with the Department of Water Resources.</i></p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100%</p> <p>In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.2. Principles and practices of employer-employee relations.3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotional opportunities and for maintaining a work environment that is free of discrimination and harassment.4. Principles and practices of general business management.5. Modern office methods, forms, and equipment.6. Buildings management.7. Purchasing and contracting principles and practices.8. Laws, rules, and regulations governing administrative practices in the California state service.9. Principles of accident prevention and safety practices.10. Public information channels and methods.11. Organizations and functions of the Resources Agency.12. Warehousing and inventory management. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Develop and implement new and revised methods and procedures.2. Analyze administrative problems.3. Analyze situations accurately and take effective action.4. Plan, organize, and direct the work of others.5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.6. Reflect management's position on collective bargaining issues.7. Develop and maintain cooperative and harmonious working relationships.8. Communicate effectively.
VETERANS PREFERENCE	<p>Veterans Preference Credit is not granted in promotional examinations.</p>

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at: www.jobs.ca.gov, and click “My Profile”.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) service wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel officers or at the Information Counter of State Personnel Board offices.

Devices for Communications Impairment

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Laura Franco at (916) 653-5803.